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2 OCT 1959

MEMORANDUM FOR THE RECORD

SUBJECT : Comptroller Requirements for Permitting Military Details to Travel Directly from an Overseas Station to Their Next Military Post of Assignment

REFERENCES: (a) Memorandum for the Record from Assistant Comptroller, dated 24 June 1959 - same subject
(b) Memorandum from Chief, NMPPD, dated 10 August 1959 - same subject
(c) Memorandum from Deputy Comptroller, dated 14 September 1959 - same subject

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1. At the request of [REDACTED] of NMPPD, a meeting was held in the Office of the Deputy Comptroller on 15 September 1959 to discuss the requirements of the Comptroller's Office with respect to permitting military details, who are overseas, to travel directly to their next military post of assignment.

2. Present at this meeting were:

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3. The following requirements were agreed to:

a. When, from an operational viewpoint, it has been determined that a military detail can be authorized to travel directly to his next military post of assignment, NMPPD will:

(1) Advise the Finance Division of the contemplated action to permit its immediate determination as to whether the presence of the detail in Washington is required to liquidate or arrange to liquidate any indebtedness to the Agency; for filing a

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covert income tax return; or to discharge any other requirements contained in the regulations or in his Letter of Authorization.

- (2) Issue and circularize on a priority basis a Final Payment Clearance Sheet - Form 21 in accordance with Agency clearance procedures.
- (3) Upon return of the Final Payment Clearance Sheet, and in accordance with notations thereon, initiate action for issuance of an appropriate Military Travel Order authorizing the detail to proceed direct to his next post of assignment, or to return to Washington, as the case may be.
- (4) Transmit to Finance Division one legible copy of the Military Travel Order.

b. The following instructions will govern a military detail who is authorized to proceed directly to his next post of assignment and is to be allowed commercial transportation at Agency expense:

- (1) Field Stations will normally only be permitted to provide at Agency expense commercial transportation from POE to POD for the traveler and his dependents, in the form of commercial transportation tickets or the exact amount of cash to procure same. In special cases, the COS may also authorize the military detail to ship his POA at Agency expense, and in such cases will prepay the shipping charges or provide the traveler with the exact amount of cash to pay for the shipment. In addition the COS may authorize the traveler to claim, from the Agency, transfer charges with respect to his authorized hold baggage from his overseas post of assignment to the POE only. Field stations will not be authorized to prepay this item.
- (2) The military detail will be required to submit within 15 days after his arrival at his new post of assignment an accounting to the Agency by using a covert address previously provided.

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The accounting will consist of the following:

- (a) Receipt from the source of procurement showing cost and type of transportation tickets provided.
 - (b) Certification stating that the commercial transportation provided by the Agency was used.
 - (c) A statement as to whether or not the POA of the detail was shipped at Agency expense and, if it was, receipts as evidence of the shipment and cost thereof will also be submitted.
 - (d) A claim, supported by any necessary receipts, to the Agency for any transfer charges, with respect to subject's hold baggage, as may have been authorized by the Agency. The Finance Division will promptly reimburse the claimant, by check, in accordance with the traveler's instructions.
- c. In the event a military detail fails to submit to the Agency, on or before the due date, a full accounting, as outlined in previous subparagraph Sb(2), the Finance Division will request assistance from NMFD in obtaining the accounting. No payment for baggage will be effected without receipt of full accounting as required.
- d. Any finalized procedure for permitting military details to go directly to their next post of assignment will be coordinated with the Comptroller's Office prior to becoming effective.

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Concur:

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Chief, Finance Division

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Deputy Comptroller

Distribution:

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TAS, [REDACTED] ind (29 Sept. 1959)

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